

Acting Chief, Supply Operations Branch

24 May 1954

25X1A9a

Meeting Relative to Procurement of Permanent Type File Folders

1. Resultant decision, based on subject meeting attended by representatives of Supply Division, Procurement Division, Records Management and a local representative of [REDACTED]

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[REDACTED] was to procure, for stock, the following item: "Folder, file, 17 point Kraft, square cut, prepunched with slot type punch in the 1st and 3rd positions, with "C" type 1½" linen expansion gusset".

2. The cost of the above item is \$18.75 per "C" for the folders, plus .65 per "C" for each position punched or a total cost of \$20.05 per "C".

3. It was determined that a quantity of 5000 each be ordered as an initial quantity for stock and based on subsequent issue experience, adequate stock levels will be established.

[REDACTED] 25X1A9a

LO/SD/SM/DCB:ms

Distribution:

Orig. & 1 - Addressee

1 - PD ([REDACTED])

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1 - Records Management

1 - SM

*This request to be held up
see note May 27 # B*